

City of Lincoln Fleet Safety Policy

PURPOSE

The purpose of this policy is to prevent vehicle accidents and promote safe driving practices among all employees, while maintaining City property and equipment in proper operating condition.

OBJECTIVES

The objectives of this policy are to establish a written program outlining minimum guidelines for a fleet safety program, driver selection, insurance requirements for vehicles and vehicle emergency procedures. This written program will address the following elements:

- I.** Motor Vehicle Record Annual Review
- II.** New Driver Selection
- III.** Monitoring Existing Drivers
- IV.** Fleet Safety Rules
- V.** Vehicle Maintenance and Safety Inspections
- VI.** Insurance Requirements for Vehicle Operation
- VII.** Vehicle Emergency Procedures
- VIII.** What To Do At The Accident Scene
- IX.** Vehicle Accident Retraining

RESPONSIBILITIES

• Department Heads Have the Responsibility to:

Implement this fleet safety policy by:

- A. Directing all supervisors and employees to endorse and comply with this policy.
- B. Identifying and training existing and newly selected fleet operators to comply with this policy.
- C. Ensuring the safe operation of fleet vehicles, in compliance with this policy.
- A. Enforcing compliance with this policy. All presently employed and new employees, who drive a City owned or leased vehicle in the normal course of their employment, must be trained and in compliance with this policy.

- **Supervisors Have the Responsibility to:**

- A. Identify and train existing and newly selected fleet operators to comply with this policy.
- B. Ensure that all vehicles can be operated safely or are taken out of service for repairs.
- C. Require and enforce compliance with this policy.

- **Employees Have the Responsibility to:**

- A. Understand their assigned tasks relating to fleet safety.
- B. Apply the proper training and equipment to safely operate a motor vehicle.
- C. Assist with the identification of vehicle operational problems.
- D. Comply with the directives of this policy.
- E. Act in compliance with vehicle insurance requirements.

- **The Lincoln Police Department has the Responsibility to:**

- A. Provide accident reports for all City vehicles, involved in vehicle accidents within the City of Lincoln. With this responsibility, it is necessary to inform the Lincoln Police Department of all vehicle accidents that occur within the boundaries of the City of Lincoln.
- B. Provide Risk Management with access to reports of all City vehicle accidents so that these may be tracked and reported appropriately under the City's Auto Insurance Policy, or self insurance.

- **Risk Management Has the Responsibility to:**

- A. Train appropriate employees in the City's Fleet Safety Policy.
- B. Audit each department's compliance with this policy on an annual basis.
- C. Track and document all reported vehicle accidents.
- D. Assist with the identification of preventable and non-preventable vehicle accidents, as requested.

This policy will consist of the following sections:

I. MOTOR VEHICLE RECORD ANNUAL REVIEW

All full time and part time employees of the City of Lincoln who operate a City owned or leased vehicle shall have their motor vehicle record checked annually by Risk Management.

All Applicants hired as vehicle operators will have their motor vehicle record checked for patterns of violations or recent violations of DWI or DUI.

II. NEW DRIVER SELECTION

A. Overview

Employee selection procedures should be designed to evaluate an applicant's experience and potential. All applicants hired as vehicle operators shall provide proof of the proper classification of vehicle license. Any new applicant hired as an operator shall receive a road test on the designated equipment and, if applicable, receive a DOT Physical Examination. Departments who have a promotional process shall follow their departmental process.

B. New Employee Training

Basic training for all new drivers shall consist of on the job instruction and training with senior drivers or driver trainers. A defensive attitude is an important aspect of all new hire training. Drivers should believe that vehicle accidents are preventable if they take the initiative. Finally, drivers should be alert to hazards on the roadway that could cause an accident.

New drivers should be introduced to an unfamiliar vehicle's general mechanical operation, safety equipment, emergency kit and accessory application, as well as a review of braking, backing and trailer operation, if applicable.

Drivers who transport hazardous materials shall be instructed in the details of accident prevention and hazardous materials spill response.

III. MONITORING EXISTING DRIVERS

Driver abuse of equipment is another issue to review with existing drivers. If repair problems show a pattern, the driver should receive training in the areas in question, such as with braking, etc.

IV. FLEET SAFETY RULES

Driver Safety Rules:

1. All employees operating City equipment shall comply with the Nebraska Motor Vehicle Regulations.
2. Drivers shall carry their State drivers license at all times while operating motor vehicles. Licenses must be the proper classification for the vehicle driven.
3. Safety belts shall be worn at all times by all front seat passengers and by all employees where seat belts are provided
4. Drivers shall not consume alcoholic beverages, illegal drugs or medication that may affect driving ability, prior to, or at any time while on duty.
5. When backing vehicles, there must be a clear view of the area immediately to the rear. In vehicles without rear window visibility, the driver shall get out of the vehicle and inspect the area to the rear before backing. If a second employee is available, this person shall serve as a guide to back up the driver.
6. Tailgates shall be up and locked when vehicles so equipped are in motion. If a vehicle's function requires that the tailgate remain down to carry a load, red flags shall be attached to the outer portion of the load.
7. Employees who operate motor vehicles, either regularly or occasionally are required to report any license revocations or suspensions immediately to their supervisors.
8. Reckless or unsafe operation of City vehicles is not permitted. This rule shall also apply to private vehicles operated on City property.
9. The maximum speed within the shop bay, on lots and at other City properties is 10 MPH, unless otherwise posted.
10. Vehicle engines shall not be operating when adding any fuel or engine oil to the vehicle.
11. Employees shall not board or alight from any moving vehicle.
12. Employees shall not ride on the running boards of any vehicle.
13. Riding on the side, tool box, tailgate or roof of any vehicle, or in the back of a truck bed, when a vehicle is in motion, are not allowed.
14. In pickup trucks, riders shall always sit in the front cab.
15. During periods of limited visibility, or any time that windshield wipers are in use, headlights shall be turned on. The exception to this is any law enforcement vehicle under specific circumstances.
16. Trailers shall be fastened to hitches, and safety chains shall be secured, as required by state law, before moving vehicles.
17. All items to be transported by truck or trailer, which have the potential to move around during transport, shall be secured.
18. No more than three persons shall ride in the front seat of any vehicle. Where there are only two single seats, there shall be only one person per seat.
19. Except in restricted areas on City property, no City vehicle shall be left unattended with the key in the ignition. This does not include Fire apparatus and Police cruisers.
20. All City vehicles, parked on the street, except for emergency vehicles, shall be locked when not in use.
21. Employees are responsible for all traffic citations while operating City vehicles.

22. City vehicles without a handicapped permit shall not be parked in handicapped parking spaces.
23. Radio or tape deck equipped headphones are not allowed to be worn while operating a motor vehicle, except for emergency two way radios. This also does not pertain to situations where protective muffs or plugs are required for hearing protection.
24. Before leaving the operator's seat, the vehicle shift selector shall be placed in park, and if needed, the parking brake applied. If the vehicle does not have a park position, the shift selector shall be placed in neutral and the parking brake applied.

Special Equipment:

25. Special equipment such as tractors, fork lifts, graders, plows, snowmobiles, or equipment with special devices or usage, require instructions prior to use by the operator. Training shall include the following:
 - a. Familiarization with the owner's/operator's manual.
 - b. Explanation and demonstration of control devices.
 - c. Explanation and demonstration of safety equipment.
 - d. Knowledge of maintenance items such as fuel, water, oil, and other minimum operating needs of the equipment.
 - e. Demonstration of operation.
 - f. New driver operation with supervision and testing.
 - g. Training of new operators by the supervisor, or an experienced operator.
26. Passengers shall ride only in seats so designed for passengers on special equipment.
27. Construction type equipment shall travel no more than 25 MPH without exception. This equipment shall use the right lane, except when turning left, and headlights shall be on at all times. A slow moving vehicle sign shall also be displayed on the rear of the vehicle.

V. VEHICLE MAINTENANCE AND SAFETY INSPECTIONS

Your City or department garage, or fleet services division should be consulted regarding the selection, purchase and maintenance of City vehicles. Vehicles must be kept in a safe condition and provided with necessary safety or emergency equipment.

- When taking out any fleet vehicle, drivers should check the following as part of the initial Pre-Trip Inspection; provided however, that the pre-trip inspection of vehicles shall not be required of police and fire department personnel in emergency situations.

VI. INSURANCE REQUIREMENTS FOR VEHICLE OPERATION

All employees driving their own vehicles on the job are required to have auto liability insurance on their vehicles in at least the minimum amount required by state law of \$25,000/\$50,000/\$25,000 (bodily injury per person/bodily injury per accident/ property damage).

As the federal rate per mile fully reimburses employees for insurance as well as vehicle

wear and tear, no vehicle may be driven unless there is personal auto insurance in effect.

Rental car insurance is provided by the City for rented cars used on City business. An insurance identification card may be secured from the Risk Management office when using a rental car on City business.

VII. VEHICLE EMERGENCY PROCEDURES

When it's absolutely necessary to stop on a highway or city street in case of an emergency, use extreme caution:

- A. Warning signals and lights shall be used.
- B. Rotating beacon(s) shall be used, if the vehicle is so equipped.
- C. Emergency flashers shall be used.
- D. Flares, fusees, warning flags, reflector triangles or other emergency equipment shall be used to give adequate advance warning, where applicable for commercial vehicles.

VIII. WHAT TO DO AT THE ACCIDENT SCENE

Report all vehicle accidents. The Lincoln Police Department will investigate all accidents within the City of Lincoln involving City vehicles. Outside the City of Lincoln, call the local police, sheriff, or state patrol office with jurisdiction to report an accident. The following shall be considered:

- A. It is unlawful to leave the scene of any accident, if you are involved in the accident, without furnishing your name, address and vehicle information to the other driver. Any hit and run accident, on private or public property, should be reported to the Lincoln Police Department. Outside the City of Lincoln, call the local police, sheriff or state patrol office with jurisdiction to report an accident.
- B. Any accident involving property damage over \$500 (for any one vehicle) or resulting in bodily injury, should be reported within 10 days to the State of Nebraska on a Driver's Motor Vehicle Accident Report form. This is not the same as the report completed by the police, sheriff or state patrol department. Filling out a State Report does not take the place of reporting an accident to the appropriate police agency or to Risk Management.
- C. Accidents involving a pedestrian and a City vehicle, or an accident involving a City employee who is struck by a vehicle, should also be reported to the Lincoln Police Department or to local police, sheriff or state patrol office with jurisdiction.

D. All accidents involving City owned or leased vehicles should be reported to Risk Management as soon as possible on a Vehicle Accident Report form, or electronically via SYSM form to Riskreport.

Reporting accidents to the local police, sheriff or state patrol office with jurisdiction is extremely important in documenting the facts of an accident and assisting in the accident review process.

IX. VEHICLE ACCIDENT RETRAINING

For all City of Lincoln vehicle accidents, accident preventability will be determined by a departmental accident review board, departmental safety committee, or if there is no departmental committee, by the City-Wide Safety Committee.

In the interests of fleet and employee safety, all employees having a preventable vehicle accident may be scheduled for retraining as follows:

- A. Retraining with a co-worker, training officer, supervisor or driver trainer to review the actions leading up to the vehicle accident and how to prevent future accidents from occurring. A driver's road test shall be completed if recommended by the review board. A driver's road test form, or comparable form may be used to document this training and a copy should be forwarded to Risk Management, or retained in the departments files.
- B. Retraining with Risk Management staff. This will be available on a monthly basis, and training will include hands on vehicle operation, review of the actions leading up to the vehicle accident and how to prevent future accidents from occurring.

During training, if vision, hearing, or other health conditions indicate a possible deficiency that may affect the safe operation of the vehicle, then an examination and evaluation by a medical specialist may be coordinated by the employee's department.

Questions regarding this policy will be addressed by :

**Risk Management Division
Personnel Department
555 South 10th Street
Lincoln, NE 68508
(402) 441-7671**

